

Best Beginnings Coordinator Essential Job Functions (DRAFT)

Reports to the Early Childhood Services Bureau Chief

Job's Overall Purpose: Serves as executive staff to the statewide council and provides direction, technical assistance, and management analysis of Best Beginnings activities, community council's activities, under the general guidance and direction of the chair of the council and ECSB chief. Coordinator is also responsible for Early Childhood Comprehensive System activities in collaboration with the Head Start State Collaboration Office and within state government. Position is responsible for comprehensive analysis and review of strategic needs assessments, direction and development of needs assessments, strategic planning, and systems thinking. Position will maintain compliance with federal grants, submit federal reports, and develop and monitor contracts and specific projects.

Major Duties or Responsibilities:

- Provide leadership to the State Advisory Council and its members
 - Communicates and implements the vision and mission of the council
 - Enables the council to play a leadership role in public policy by maintaining effective relations with other organizations, both public and private.
 - Represents the interests and position of the Advisory Council as a liaison to the Executive Branch defined individuals, and public/private agencies, at the direction of the Early Childhood Services Bureau Chief.
- Promotes positive and effective communication with members of the Council, staff and other partners in government and local communities.
 - Develops effective communication with members of the Council, staff and other system partners.
 - Utilizes effective strategies in setting performance expectations, planning, decision making, problem solving, and conflict resolution to provide service and assistance to members of the council, affiliated community councils, and partners.
- Manages the full scope of Council administrative responsibilities
 - Complies with applicable regulations and laws, contractual provisions and other governance parameters.
 - Develops written reports and maintains reporting compliance, evaluation of effectiveness of council activities, budget development and management.
- Conducts research, analysis of research and trends, needs assessments and strategic planning for statewide early childhood comprehensive systems.
- Monitors and conducts activities in accord with the Early Childhood Comprehensive Systems grant and the Best Beginnings Advisory Council strategic plan.

Position requires a minimum of a bachelor's degree in human services, public administration, social work, early childhood education, or a related field; and at least 3 years of experience with comprehensive needs assessments, strategic planning, or other project management. Must demonstrate excellent verbal and written skills, be comfortable with public speaking, exude professionalism, and have a strong command of Microsoft programs including word, publisher, excel, outlook, power point, access.